

**WATER DEPARTMENT GENERAL REQUIREMENTS
FOR DEVELOPER'S PROJECT
TO GET BUILDING PERMIT OR PLAT RELEASED FOR PROJECTS OVER \$ 25,000.00
WITH NO CITY PARTICIPATION*****

***FOR SMALL JOBS SEE NOTE BELOW OR USE THE UNDER \$25,000 REQUIREMENTS.**

Requirements for Civil Engineer:

Comprehensive Water and /or Sewer Studies must be submitted before plans.

Visit with David Speicher or Doo Kim about requirements on the proposed development to eliminate delay on approval of the plat and plans.

1 FULL-SIZE SET & 13 half-sized Sets of CIVIL UTILITY CONSTRUCTION PLANS and DOCUMENTS will be submitted to the DOE Plan Review Shop on the south end first floor of City Hall. The info covering the scope of water and sewer work will be routed to Water Department by the DOE Project Manager to the attention of : Mr. David Speicher 817-392-8369.

Please advise the architect to coordinate with backflow prevention staff (Richard Munoz: 871-8375) and/or grease trap staff (Jerry Pressley: 871-8305) for potential requirements on the propose development to eliminate delay on approval of building permit.

Later:

A cost estimate and exhibit (8 1/2x11") prepared by the engineer **must be attached to the 3 CFA** copies signed by the Developer at the time they are submitted in the Water Department to Peggy Chaney 817-392-8428. Be sure to include an overall view to locate project.

Requirements for Developer:

Developer's Submittal :(to Peggy Chaney 817-392-8428.)

3 signed copies of the **Informal CFA** from the Developer. (A copy is available from WATER DEPT. WEB SITE: www.fortworthgov.org/water click **Customer Center**(screen button on the left), choose **Information For Developer's Projects**(one of the choices on the right side), where you will find all forms and design criteria. This CFA is a 2 year contract agreement between the City and the Developer to get the work done in a timely & safe manner with a prequalified contractor at the public convenience (no hazardous construction situations allowed). **ATTACH A COST ESTIMATE AND 8 1/2 x 11 inch EXHIBIT** prepared by the engineer. Please include any plat numbers, or building permit numbers that we will need to release comments on at the appropriate time.

Developer's Deposit (to Peggy Chaney 817-392-8428.)

This is based on the estimates of the scope of water and sewer work. It could be either **125%** check (which can be handled as escrow). Please submit the **Escrow Form** with the **125% Cash** to indicate your information for return of your money at the end of the project. Other choices are: **100% DEVELOPER'S BOND**, or **125% Completion Agreements** (which hold your unapproved FS or FP plat hostage until the end and green-sheet final estimate is approved) and **Letters of Credit (125%)**, each which be accepted only after approval from the Legal

Department and Assistant City Manager. These can be made joint to cover TPW's paving, storm drain, etc. **As of Dec. 15, 2005, ESCROW PLEDGES can only be used under City participation contracts per M&C G-14988.**

A copy of the developer's bond or any of the others is available on the Water Web site. www.fortworthgov.org/water . Click Customer Center (screen button on the left), choose Information For Developer's Projects (one of the choices on the right side), where you will find all forms and design criteria and a link to the Purchasing Department to get .) **On any of these, submit information for a Vendor's ID online** so that any Escrow, or extra inspection fee may be returned to you. A check cannot be made to you without the Vendor ID based on your Federal Tax ID for your company, Inc., LP, LLC , etc.

Important: The person signing these financial guarantees and the informal CFA must be in an authority able to bind the company to the conditions of the CFA. Otherwise, we will need a written corporate statement saying that person (Comptroller, Secretary of Co., Regional Mgr., etc.) has the authority to bind the company to the signed agreement.

3. **2% Inspection Fee.**

This is **2%** of the water and sewer 100% estimates(**to Water , 4% to TPW**)..

Requirements for Prequalified** General or Utility Contractor:

1. Certificate of Insurance.
2. Contract between the City, Developer, and the Contractor
3. Maintenance Bond
4. Tabulated tables of costs.

****See rules for Prequalification Requirements for Contractors.** (To apply they need an up to date CPA estimate of their business, and 5 to 8 references from jobs on Public water and sewer which have a contact name and phone number.

April 14, 2005

If combining with TPW deposit, let Peggy Chaney know you submitted it to Shadran Scott at TPW.

The prequalification process takes approximately 2-3 weeks, so your selected contractor must start very soon on this process, unless you are using a contractor who is already prequalified with the WATER DEPARTMENT.

*****IF THERE IS CITY PARTICIPATION, THEN THE CFA MUST BE GENERATED BY MEETING WITH PEGGY CHANEY IN WATER AND/OR SHADRAN SCOTT IN TRANSPORTATION PUBLIC WORKS (TPW).** A filing fee will be paid to start the formal process. Each department submits their version of the document, the formal CFAs will be authorized by the City Council & approved by Dept. Head, Legal, & City Manager's Office.

***NOTE:** Small jobs may be submitted to the In-House Design section through Water Applications section thereby dismissing the need for the above requirements. Make application and wait for the design estimate to be finished. After payment and approval of the design by the Developer's agents, the City contractor will do the utility work.

Please pay any water meter deposits, water and sewer impact fees or ordinance tap fees in the Water Applications section by Development Permits. Failure to pay these may hold your building permit even though the CFA, financial guarantee, and inspection fee are in place. If you need the plat released to file, satisfy all comments, verify CFA wrap-up with Peggy Chaney and turn it in by Wednesday at noon.

November 16, 2005